



State of Montana Job Vacancy

Department of Transportation

Human Resources

2701 Prospect Avenue

PO Box 201001

Helena, MT 59620-1001



February 20, 2009

Internal/External Statewide

An Equal Opportunity Employer

Job Title: Civil Engineering Internships
Position No.: 54199998
Division: Engineering
Location: Various
Job Code: 173212/173213
Type of Position: Student Intern
Work Comp Code: 8811
Bargaining Unit / Code:
Band: Multiple Bands
Hourly Salary Range: \$12.12 - \$14.42
Supplement Required: Yes ☒ No ☐
Closing Date: March 09, 2009

Overview

Engineering Internships

Description of Duties

Duties:

1. Helena-GEOTECHNICAL SECTION – Assist the geotech specialists in some or all of the following: analysis; data reduction; laboratory testing; reading of field instrumentation; and filed soil and rock sampling.
2. Helena-MATERIALS TESTING – Assigned to the chemistry lab performing control systems work integrating older auto-samplers with new chemical testing equipment.
3. Helena- TRAFFIC & SAFETY – Assist traffic engineers in traffic data collection, operational analysis, recommendations for traffic control and signals. May include geometric design of various highway elements including intersections, urban corridors, and freeway ramps.
4. Helena –CONSTRUCTION ENG SERVICES – Work on variety of construction and design issues, including bridge source analysis, specifications and construction processes; contract administration; constructibility and design, and research/report writing.
5. Helena-ENVIRONMENTAL – Assist project development engineers in researching, compiling, and organizing information for environmental documentation required under NEPA and MEPA. May include drafting environmental documentation for categorical exclusions and Clean Water permits, in-field investigations and attendance at on-site meetings.
- 6-11. Six District assignments providing hands-on engineering, technical and surveying experience with active construction projects in Helena, Billings, Lewistown, Glasgow, and Bozeman(2).

Job Requirements

Education and Experience

The successful candidates should be entering their Junior or Senior year in Civil Engineering or a directly-related field, with a combination of interest and/or experience in Civil, Environmental, Geotech or Construction Engineering. Graduating students and recent graduates are also eligible to apply. Individuals applying for the Construction Engineering Services, Materials Testing, and Geotech internships should be senior level and knowledge or expertise in these areas is preferred. Applicants may be ranked according to their specific program major and prior work or academic focus, as it relates to the internships to which they are applying.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Montana State Application available at <http://www.mdt.mt.gov/jobs/>
- ☒ Answers to the attached supplemental questions.
- ☒ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☒ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

Below we will be asking you to rank the internship locations you would like to see yourself in this summer (1 being your first preference, 2 second preference, 3, 4, etc. If there are locations that will absolutely NOT work for you this summer, please designate those locations as a no.

Question 1

Please list 2 professional/educational references with contact information.

Question 2

Provide a Cover Letter of Application and : A) Explain the basis for your interest in an MDT internship; B) Provide a brief review of any related work or academic experience you feel will help support your application; (150 word maximum)

Question 3

Using the descriptions from the DUTIES Section, identify and rank order your preferred Internship assignment from this list: 1.Helena Geotech ____ 2.Helena Materials Testing ____ 3.Helena Traffic ____4.Helena Construction Eng Services ____ 5.Helena Environmental____ 6.Bozeman District____ 7. Bozeman District ____ 8.Helena District ____ 9.Billings District ____ 10. Lewistown District ____ 11. Glasgow District ____

Application Materials and Deadline: Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

03/09/09

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

Apply electronically at <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online <http://www.mdt.mt.gov/jobs/> by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.